

~~SECRET~~  
TOTAL RECORDS HOLDINGS IN THE RECORDS  
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700380002-0  
CENTER AS OF 30 NOVEMBER 1959

COMPONENT	CUBIC FEET OF RECORDS IN THE RECORDS CENTER	% OF TOTAL RECORDS IN THE CENTER
TOTAL	51,809	100.0
NSC	56	.1
DCI	60	.1
HISTORICAL COLLECTION	338	.7
DD/S	9,853	19.0
DD/P	10,298	19.9
DD/I TOTAL	31,204	60.2
RECORDS	14,406	27.8
INTELLIGENCE PUBLICATIONS	16,798	32.4

Given over the phone to  
 S/DD/I, 12/7/59

PK  
12/7/59

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ANALYSIS OF RECORDS DISPOSITION ACTIVITY IN THE DD/I AREA  
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20 NOV 1959

ORGANIZATION	Cu. Ft. of Records On Hand In HDQS At End Of Fiscal Years			Cu. Ft. On Hand At Records Center - End of FY 59	Total Cu. Ft. On Hand End Of FY 59	Percent Of Total Volume In Records Center	Date of Records Control Schedule	Items In Schedules Never Acted Upon As Of 10/23/59		Cu. Ft. Of Records Destroyed in HDQS Offices			Percent Of FY 59 HDQS Volume Des- troyed In Offices
	1957	1958	1959					Number of Items	Total Cu. Feet	FY 57	FY 58	FY 59	
OFFICE OF THE DD/I	101	101	144 <sup>1/</sup>	19	163	11.6	Jan. 56	10	19.1	-	-	-	-
ONE	349	282	307	70	377	18.6	Aug. 57	5	2.6	227	298	445	144.9
OSI	2159	2704	2522	403	2925	13.8	Sept. 59	5	13.3	587	140	276	10.9
ORR	27,631	28,061	29,101	768	29,869	2.6	July 55	52	241.7	829	1108	1563	5.4
OCI	3,057	2,772	3,712	334	4,046	8.2	Feb. 56	35	455.0	324	384	301	8.1
OCR	35,803	34,688	36,468	9,642	46,110	20.9	Jan. 59	28	70.1	-	616	675	1.9
OFFICE OF AD/OO	27	31	39	19	58	32.8	March 55	0	0	35	-	35	89.7
SOVMAT	21	19	18	9	27	33.3	Aug. 57	3	5.5	2	2	4	22.2
FBID	1,274	1,296	1,486	217	1,703	12.7	May 56	9	54.4	866	782	514	34.6
FDD	3,029	3,920	2,700	114	2,814	4.1	June 59	1	6.5	153	188	462	17.1
CONTACTS	1,360	1,458	1,424	929	2,353	39.5	Feb. 58	18	29	48	54	76	5.3
DBI	1,316	1,320	1,350	80	1,430	5.6	Aug. 55	4	10.0	-	400	450	33.3
PIC	1,330 <sup>2/</sup>	5,184 <sup>2/</sup>	8,886	619	9,505	6.5	July 55	0	0	-	34	894	10.1

<sup>1/</sup> Based on estimated 75% space utilization of 21 4-drawer safes and 6 2-drawer safes.

<sup>2/</sup> Volume for PIC has been indicated prior to organization date (August 1958) to reflect ORR volume exclusive of PIC material.

**SECRET**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY

**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	INITIALS	DATE
1	[ ] A/DD/I		
2	347 Admin Bldg.		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

**Earle:**

Here are the cubic footage figures on head-quarters records growth as of the end of Fiscal Years:

	1957	1958	1959
Totals	123,849	154,762	166,210
DCI	292	286	238
DD/c	-	8	9
DD/S	24,650	27,892	29,748
DD/P	21,450*	44,740	48,058
DD/I	77,457	81,836	88,157 ✓

\*Records Integration Division only.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
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